



**FISCAL YEAR 2011  
GREEN COMMUNITIES  
GRANT AND DESIGNATION  
PROGRAM**



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# **PLANNING ASSISTANCE PROGRAM**

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The Massachusetts Department of Energy Resources (“**DOER**”) is a state agency whose mandate is to promote policies and programs to ensure that Massachusetts' citizens have adequate, diverse, energy supplies, at a reasonable cost, with a minimal impact on the environment. To meet this objective, DOER pursues a number of policy and program initiatives designed to increase the efficiency of electricity, gas, and oil end-uses; to encourage investment in energy conservation, renewable energy, demand response and load management programs, and; to enhance competition and planning in the electric and gas industries.

DOER's Green Communities Division is pleased to announce the availability of planning assistance for cities and towns wishing to be designated as Green Communities. Communities that have received planning assistance in the past are not eligible to apply for Fiscal Year 2011 Green Communities Grant Program planning assistance.

## **INTRODUCTION**

The landmark Green Communities Act signed into law by Governor Patrick in July 2008 created the Green Communities Division within DOER (the “Division”) to serve as the hub for all cities and towns on all matters related to energy. The Green Communities Act also established the Green Communities Grant Program that provides grant funding to cities and towns and other local governmental bodies that meet five specific criteria.

In Fiscal Year 2010, thirty-five (35) cities and towns from across the Commonwealth of Massachusetts were designated as Green Communities .

To become a Green Community, a city or town must meet the following five criteria as detailed in the program guidelines found at <http://tiny.cc/GreenCToolkit>

- Provide for the as-of-right siting of renewable or alternative energy generating facilities, renewable or alternative energy research and development (R&D) facilities, or renewable or alternative energy manufacturing facilities in designated locations.

- Adopt an expedited application and permitting process under which these energy facilities may be sited within the municipality and which shall not exceed one (1) year from the date of initial application to the date of final approval.
- Establish an energy use baseline inventory that includes municipal buildings, vehicles, street and traffic lighting, and put in place a comprehensive program designed to reduce this baseline by 20 percent within 5 years of the baseline year.
- Purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.
- Require all new residential construction over 3,000 square feet and all new commercial and industrial real estate construction to minimize, to the extent feasible, the life-cycle cost of the facility by utilizing energy efficiency, water conservation and other renewable or alternative energy technologies. The recommended method for meeting this criteria is adoption of the Stretch Code, **780 CMR 120.AA, appendix to the MA State Building Code**

Recognizing that cities and towns may need guidance, the Division is offering planning assistance to aid them in meeting the five criteria to become a “Green Community.” Up to one hundred hours of planning assistance will be provided per municipality by consultants selected by the Division and will include the following tasks:

- Verifying the criteria that have been met (in conjunction with DOER) and focus on those criteria that have not been met
- Developing an action plan to meet the outstanding criteria by:
  - Identifying key staff responsible for each task (including the local school district as it pertains to the energy baseline/reduction plan and purchasing of fuel efficient vehicles) as well as the necessary resources
  - Establishing timelines and schedules to complete tasks
  - Providing draft and model documents for final criteria verification
- Educating the municipality on the five criteria including the Stretch Code
- Meeting with municipal officials, boards and committees (including local school district officials) to present the action plan for adoption by the municipality and answering questions about the Green Communities Program

NOTE: Consultants may also provide assistance to complete criterion tasks (for example: assisting a community in entering energy data into the MassEnergyInsight tool to establish an energy baseline). Such assistance must be agreed to by the consultant assigned and must be provided within the allotted 100 hours of planning assistance provided.

## ELIGIBILITY

To be eligible for the planning assistance, municipalities must:

- Provide a letter from the Chief Executive Officer of the city or town committing to meet all five criteria within one year of adoption of the action plan and appointing a designee responsible for local coordination of planning assistance. The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.
- Establish an energy committee or partnership with community energy organization to address energy issue (committees may consist of citizens, municipal staff, volunteers or some combination of the two and examples of partnerships include membership in ICLEI or other energy organization or adoption of a community or region wide energy plan).
- Municipalities served by Municipal Light Plants (MLP) are eligible to apply for planning assistance if the MLP has adopted the renewable energy charge.

## **FUNDING**

The Division will fund 100% of the consulting services provided under this program. These designated consultants have been selected through a competitive Request for Responses (RFR) process based on background and experience.

Planning assistance will be in the form of consulting services and will be awarded on a first come first serve basis. Applications must be complete (all sections completed, proof of eligibility and required materials provided) and will be organized in the order that they are received. Incomplete applications will be returned and only considered if complete by the deadline of October 1, 2010.

There are forty-five (45) slots available for Fiscal Year 2011 therefore the first forty-five completed applications received will be awarded planning assistance.

In the event forty five completed applications are received before the application deadline, an announcement will be posted on the Division website at [www.mass.gov/energy/greencommunities](http://www.mass.gov/energy/greencommunities) and via the Green Communities listserv. The Division will continue to accept applications until the deadline and classify them as “stand-by” and organize these applications in the same manner as described above. If additional planning assistance is available, it will be awarded [to standby applications] in the same manner as described above.

## **PROGRAM ADMINISTRATION**

The Division will assign all consultants and oversee the planning assistance process. Consultants will lead the planning activities and ensure that all tasks are completed within the established timeframe. Up to one hundred (100) hours of planning consultant services may be provided to each community receiving assistance.

Consultants will schedule a site visit at a time convenient to the city or town. The site visit shall be completed within thirty (30) business days of the Consultant’s receipt of the assignment. The city or town’s action plan must be submitted to the city or town and DOER within (90) business days of the initial site visit.

Cities and towns that receive planning assistance agree to participate fully with the consultants assigned and to provide information and documents requested by the consultant.

## HOW TO APPLY

The Division will begin accepting applications on Friday, September 3, 2010. The Application deadline is Friday, October 1, 2010 by 5:00 PM (EDT). The Division reserves the right to limit the number of awardees.

Completed planning assistance applications must be submitted as a hard copy (including attachments) along with a compact disc copy to the following address:

Department of Energy Resources  
Green Communities Division  
100 Cambridge Street, 10<sup>th</sup> Floor  
Boston, MA 02114  
ATTN: Cliff Sullivan

Applications will be date and time stamped upon receipt and an email will be sent to the "Contact for Planning Assistance" confirming the receipt time and date.

## QUESTIONS CONCERNING THIS PROGRAM OPPORTUNITY NOTICE

Requests for clarification or additional information regarding this Program Opportunity Notice (PON) may be submitted via e-mail using the subject line "Green Communities Grant Program – Planning Assistance" to [cliff.sullivan@state.ma.us](mailto:cliff.sullivan@state.ma.us) You may also contact Cliff Sullivan by telephone at (617) 626-7360.

## TIMELINE

Applications available	<b>August 11, 2010</b>
Begin accepting applications	<b>September 3, 2010</b>
Application deadline	<b>October 1, 2010</b>
Planning Assistance begins	<b>October / November 2010</b>



## GREEN COMMUNITIES PLANNING ASSISTANCE PROGRAM FY 2011 APPLICATION

### APPLICANT INFORMATION

City or Town Name			Contact for Planning Assistance	
Street Address			Title	
City/Town	State	Zip Code	Telephone	Email
	MA			

### REQUIRED MATERIALS

- ☐ Letter from Chief Executive Officer committing to meet all five criteria within one year of adoption of the action plan and appointing a designee responsible for local coordination of planning assistance. The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.
- ☐ Has established an energy committee and/or partnership with community energy organization to address energy issue (***please provide minutes, policy, bylaw or other evidence***)
- ☐ If served by a Municipal Light Plant, please provide the date that the MLP adopted the Renewable Energy Charge: \_\_\_\_\_

**Please provide as much of the information below as the Community has available at this time.**

- ☐ As-of-Right zoning for renewable or alternative energy generation, R&D facility or manufacturing facility (***Please attach a copy of the applicable zoning bylaw***)
- ☐ Expedited permitting process (***Please provide evidence of expedited permitting requirement***)
- ☐ Established energy baseline for all buildings, vehicles and streetlights and commitment to reducing the baseline by 20% over five years (***Please provide evidence of energy baseline and policy on energy reduction commitment***)

- ☐ Procure only fuel efficient vehicles (***Please provide evidence of purchasing policy***)
- ☐ Requires all new construction to minimize the life-cycle cost of the facility by utilizing energy efficiency, water conservation and other renewable or alternative energy technologies (***Please provide evidence that the BBRS (Board of Building Regulations and Standards) Stretch Code, 780 CMR 120.AA, appendix to the MA State Building Code, has been adopted, or some other standard that minimizes life cycle energy costs and is enforceable by the municipality for new construction***)

## HOW TO APPLY

The Division will begin accepting completed applications on Friday, September 3, 2010. The application deadline is Friday, October 1, 2010 by 5:00 PM (EDT). The Division reserves the right to limit the number of awardees.

Completed planning assistance applications must be submitted as a hard copy (including attachments) along with a compact disc copy to the following address:

Department of Energy Resources  
Green Communities Division  
100 Cambridge Street, 10<sup>th</sup> Floor  
Boston, MA 02114  
ATTN: Cliff Sullivan

Applications will be date and time stamped upon receipt and an email will be sent to the "Contact for Planning Assistance" confirming the receipt time and date and whether the application is deemed complete.

## CONTACT INFORMATION

For more information please contact:

Cliff Sullivan  
Green Communities Division  
[cliff.sullivan@state.ma.us](mailto:cliff.sullivan@state.ma.us)  
(617) 626-7360